

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

STATE DEPUTY WARDEN

JOB DESCRIPTION

Employees in this job are responsible for the administration of custodial, treatment, education, personnel, and business programs necessary for the operation of a correctional facility. The employee, under the direction of a senior executive warden, develops and implements new approaches to departmental administration. The employee is required to plan and direct specific departmental activities and, in conjunction with divisional management staff, reviews and evaluates the work of program personnel to ensure conformance with general guidelines, methods, techniques, policies, and laws. Supervisory functions include approving leaves, conducting service ratings, counseling employees, disciplining employees, participating in employee grievance procedures, and the hiring and training of personnel. Due to the critical or sensitive function of the operation of a correctional facility, the employee plays an active and ongoing role in the formulation and interpretation of department or agency policy. Positions in this classification typically direct professional and nonprofessional staff in the performance of work necessary to fulfill the mission of the Department of Corrections.

Position Code Title - State Deputy Warden-1

State Deputy Warden 15

The employee serves as an overall or multiple deputy warden in a state correctional facility. The employee serves as a member of the facilities policy advisory staff, committee, or council and reports to a Senior Executive Warden.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Maintains the security of the facility as well as its staff and employees.

Formulates current and long-range programs, plans, and policies for a correctional facility.

Coordinates work by scheduling assignments and directing the work of subordinate supervisors.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

Oversees the operational budget of a correctional facility.

Ensures completion of mandatory training for all staff.

Ensures adherence to departmental policies and procedures.

Analyzes the impact of federal, state, and local legislation, prepares position statements, and presents testimony at hearings.

Conducts staff meetings and conferences with assistants to discuss operating

problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.

Selects and assigns staff, ensuring equal employment opportunity in hiring and

promotions, identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Confers with officials of federal, state, and local agencies, legislators, governor's aides, professional organizations, and interest groups on matters relating to the program.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Thorough knowledge of the principles and methods of prison administration.

Thorough knowledge of the laws, rules, and regulations of the State prison system and to the Department of Corrections.

Thorough knowledge of the routines, procedures, and techniques of prison work.

Thorough knowledge of the organization and operation of a correction classification system.

Thorough knowledge of correction facility education and rehabilitation programs.

Thorough knowledge of recent developments in the treatment of prisoners and detainees: medical and psychiatric attention, development of social attitudes, development of employment potentials and leisure interests.

Thorough knowledge of federal, state, and local relationships that impact the operations of a correctional facility.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of staffing requirements as to type, number, and training necessary for the accomplishment of program goals.

Thorough knowledge of public relations techniques.

Ability to instruct, direct, and evaluate employees.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to analyze and appraise facts and precedents in making administrative decisions.

Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

Ability to communicate effectively.

### Working Conditions

Jobs are located in correctional facilities and may require direct contact with prisoners or detainees.

The employee may be exposed to a hostile environment.

### Physical Requirements

The job duties may require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

### Education

Possession of a bachelor's degree in any major.

### Experience

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Two years of professional experience in the Department of Corrections, including two years equivalent to the P11 level or one year equivalent to the 12 level; or, four years as an Assistant Resident Unit Supervisor 11; or, two years as a Corrections Shift Supervisor 13 or Corrections Security Inspector 13.

### Alternate Education and Experience

#### State Deputy Warden

Education level typically acquired through completion of high school and three years of experience equivalent to a Corrections Shift Supervisor 13 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

### Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

#### Job Code

STADEPWAR

#### Job Code Description

STATE DEPUTY WARDEN

#### Position Title

State Deputy Warden-1

#### Position Code

STDEPWD1

#### Pay Schedule

NERE-060P

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05/16/2013